



CASCADE CHARTER TOWNSHIP

2865 Thornhills SE Grand Rapids, Michigan 49546-7192

Date: March 29, 2021
To: Clerk Susan Slater (Chair)
Trustee Jim Koessel (Vice-Chair)
Trustee Timmy Noordhoek
From: Ben Swayze, Township Manager
Subject: Governance Committee Meeting Agenda – March 31, 2021 (9:00am)

The Governance Committee is to meet in the Small Conference Room of Township Hall, or via remote conferencing software Zoom, to discuss the following:

1. **Minutes of the 1.27.21 Meeting** – The Committee is responsible for approving the minutes of the previous meeting

Recommended Action – Approve the minutes

2. **Township Strategic Plan Proposals** – The Township has received 5 proposals from the RFP for the Township Strategic Plan that was issued in February. The proposals that were received were:

- BerryDunn - \$34,500
- CIB Planning - \$38,624
- Lew Bender - \$29,500
- Management Partners - \$43,990
- McKenna - \$18,390

As outlined in the RFP, The Governance Committee is responsible for the initial evaluation of the proposals. The RFP listed the following evaluation criteria:

The Governance Committee of the Cascade Township Board will be responsible for evaluating the submitted proposals and submitting a recommendation of project award to the full Township Board for consideration. Though there are no formal evaluation criteria, the Governance Committee will focus on the following items when evaluating the proposals:

1. ***Verification of the basic information provided by the firm including, but not limited to, entity name, principals, incorporation, licensing and references.***
2. ***Completeness of the proposal***
3. ***Responsiveness to all elements outlined in the request for proposal.***
4. ***Project proposal and the likelihood it will satisfactorily address the needs of the Township in regards to the scope of services.***
5. ***Experience and qualifications of the Respondent and all team members identified.***
6. ***Experience and results in performing the services desired by the Township.***
7. ***Cost proposal that is advantageous to the Township.***

Recommended Action – Review the proposals and make recommendation to Township Board or establish further evaluation process

- 3. Rules of Engagement and/or Rules of Procedure for Township Board** – At the previous meeting the Committee reviewed various documentation regarding a possible Rules of Engagement or Rules of procedures document for the Township Board. Provided are two documents that were developed by Bloom Sluggett law firm, who has served as special counsel for the Township in the past, a guide to developing minutes and template for standing meeting rules and procedures. It should be noted that the rules and procedures document is currently a generic template, it has not been updated to reflect the intentions or practices of Cascade. At the previous meeting it was recommended that our document contain standards for items such as the development and content of minutes, development of agendas and rules of procedures at meetings.

Recommended Action – No action, discussion and staff direction